

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Certified Athletic Trainer

### POSITION OVERVIEW

The employee is responsible for providing prevention, evaluation, management and rehabilitation of injuries sustained by intercollegiate and club sports athletes. This includes emergency/acute care, evaluation, referral, modalities application and educational counseling related to the student athlete's overall wellness. Employee is responsible for assisting the Head Athletic Trainer in pre-participation screening of intercollegiate and club sports athletes. Employee duties are assigned by Head Athletic Trainer and are supervised by the Head Athletic Trainer. Must be certified as an athletic trainer and licensed to practice by the State of Maine. This is a full-time, 10-month, bargaining unit position with benefits.

### DUTIES

- Provide day-to-day health care management of Maine Maritime Academy student athletes under the guidance of the Head Athletic Trainer.
- Provide pre-event and post-event health care assistance to home and visiting intercollegiate athletes.
- Provide appropriate medical coverage at assigned athletic contests and practices.
- Utilize appropriate medical supplies and equipment for assigned athletic practices, games and events.
- Assist the Head Athletic Trainer with pre-participation medical history screening on intercollegiate and club sports athletes.
- Provides best practice prevention, evaluation, management, treatment and rehabilitation services to intercollegiate and club sport athletes.
- Works in conjunction with Student Health Services (academy nurse, team physician, academy counselor, etc.), Head Athletic Trainer and Director of Student Life in providing appropriate medical care to student athletes and club sport participants where practical.
- Assists in the maintenance of current medical files and computerized records, pre-participation physical screenings, medical questionnaire updates, student athlete's health insurance coverage information and medical history updates of all student athletes.
- Consults with Head Athletic Trainer, coaches, club sport safety officers, athletics staff and student-athletes regarding the proper training techniques, nutrition, strength-training programs, risk management issues and injury prevention methods.
- Follows policies, procedures and protocols for athletic training services based on professional best practice standards, NCAA recommendations, team physician direction, departmental criteria and sport specific rules and regulations.
- Supervises student athletic training room workers as they conduct water and equipment set-up and break-down for practices and competitions and perform routine cleaning and maintenance duties.

*This job description reflects the general duties of the job but is not a detailed description of all duties, which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

**SKILLS**

- Excellent organization skills
- Ability to prioritize and to handle competing multiple projects
- Excellent written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Strong customer service skills
- Able to work both independently and collaboratively
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Computer proficiency/Knowledge of Windows Microsoft Office Suite

**REQUIREMENTS**

- Minimum of Bachelor's Degree; Master's in Athletic Training or related field preferred
- Knowledge of and experience with implementation of emergency action plans
- Experience in an intercollegiate athletic setting preferred
- Strong interpersonal and management skills

**PHYSICAL REQUIREMENTS**

- Exerting up to 40 – 60 pounds of force occasionally.
- Requires occasional lifting, stooping, kneeling, crouching
- Occasional long hours/days and weeks, irregular schedule
- Exposure to the elements during outdoor activities

Title: Certified Athletic Trainer

Job Code:

Wage Grade: 17

Total  
Points: 418

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3	Responsibility for Cost Control	2	16
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	3	24

Date of last reclassification

06/2015